



STATE OF MARYLAND  
**Community Health Resources Commission**  
45 Calvert Street, Annapolis, MD 21401, Room 336

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Larry Hogan, Governor – Boyd K. Rutherford, Lt. Governor  
John A. Hurson, Chairman – Mark Luckner, Executive Director

## **Content Requirements for CHRC Narrative Reports**

Narrative reports submitted should include the following:

1. **Overview:** Describe the overall goals of the project. What were the expected deliverables? What were the evaluation/impact metrics to be used?
2. **Strategies, activities and results:** This section includes a description of what was done in the reporting period and what was achieved. The numbers provided in the M&D report should be explained. The section should include both process measures (what service was given to how many clients) and if available, outcome measures (what health outcomes/hospital usage were changed).
3. **Success Stories:** Were there any specific processes or activities that were success stories? Was there anything learned in this period that could be helpful to other organizations or replicable in other areas of the state? Was there an unexpected positive outcome of a program that could be highlighted? Were there any cost savings/avoidance through the intervention?
4. **Challenges faced:** Were there challenges that led to goals not being met? How will this challenge be addressed?
5. **Newsworthy and notable:** Has the organization had or will they have an event that they would like to be mentioned in the newsletter? Has the program gotten publicity in the media?
6. **Post grant sustainability:** Did you leverage grant into additional funding? Please identify sources of additional funds.